



COMMONWEALTH OF PUERTO RICO  
PUERTO RICO NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
THE ADJUTANT GENERAL'S OFFICE  
P.O. BOX 9023786, SAN JUAN, PUERTO RICO 00902-3786



HON. LUIS FORTUÑO-BURSET  
GOVERNOR

(787) 289-1400

## ARMY ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

DATE: **24 November 2009**

APPOINTMENT NUMBER: **10-05**

CLOSING DATE: **23 December 2009**

Technician Announcement number: **N/A**

Announcement is made for **one (1)** position to be filled under Title 32, Section 502(f) United States Code, Full Time Duty (State) is AGR status.

DUTY TITLE	MOS	GRADE	UNIT/LOCATION
HUMAN RESOURCES SPC	42A	E-4	LCD, PRARNG, Ceiba, PR

**AREA OF CONSIDERATION:** All Enlisted Members of the PRARNG

### **SPECIAL QUALIFICATION REQUIREMENTS**

1. Score of 70 or above on the English Comprehension Language Test (ECLT) within 12 months.
2. A rating of 2+/2+ on the Communication Skills Interview (CSI) within 12 months.
3. A Physical Profile of 111111 (PULHES).
4. A Minimum score of 95 in aptitude area CL.
5. Have 36 months of service remaining or be eligible to extend or reenlist.
6. Must have and keep a Secret Security Clearance.

### **BASIC QUALIFICATIONS REQUIREMENTS**

1. Be a member of the PRARNG.
2. Applicants must meet initial qualification requirements as prescribed in AR 135-18.
3. Membership restricted to male ( ), open to male and female (X).
4. Individual must meet medical standards as prescribed in AR 600-9 and chapter 2 or 4, AR 40-501, as appropriate.
5. Applicants must comply with requirements established in the English Comprehension Level Test (ECLT) Policy Memorandum, Number 5-90, dtd 3 Dec 90. **ECLT/CSIs will be conducted by appointments. For scheduled dates or additional information, call at telephone 260-8000 ext. 7537.**

## **INSTRUCTIONS FOR APPLYING**

1. Applicants who meet the qualification requirements for announced position must submit:

- NGB Form 34-1, Application for Active Duty Guard/Reserve (AGR),  
**Signed, dated and appointment number**
- Recommendation Letter from unit commander
- Military and civilian Resume
- Individual Medical Readiness (IMR) Record Printout
- NGB Form 23, Retirement Points Accounting System
- Copy of DD Form 214, Certificate of release or discharge from Active Duty  
Page 2 or 4(**Service-2 or Member-4**)
- Enlisted Record Brief (ERB)
- DA Form 2166-8, NCO Evaluation Report (NCOER), Last five consecutive years (if applicable)
- DD Form 93 (Record of Emergency Data)
- DA Form 705 with last two APFT scores
- DA Form 3349 Physical Profile (If applicable)
- Weight Certificate or DA Form 5500-R/5501-R Body Fat Content Worksheet
- Copy of state driver's license
- Official Photo

2. Forward complete package to: PRARNG the Human Resources Office (HRO), ATTN: Military Duty Management (MDM), PO Box 9023786, San Juan, PR 00902-3786 to arrive not later than 1600 hrs the closing date specified on the vacancy announcement. Our physical address is #100 General Esteves, Stop 3 ½, Puerta de Tierra, San Juan, PR 00902-3786. All application submitted become property of the Human Resources Office and will not be returned.

3. **Faxed or incomplete applications will not be accepted or considered. Only exception will be for mobilized / deployed personnel only.**

## **GENERAL ELIGIBILITY REQUIREMENTS**

1. Applicants must not be candidates for an elective office, hold a civil office (full time, or part-time), or be engaged in partisan political activities as defined in AR 600-20.
2. Individuals voluntarily separated from the AGR Program for one or more days are not eligible to reenter the program for 1 year from the date of separation.
3. Individuals who voluntarily resign from the AGR Program in lieu of adverse personnel actions are not eligible to reenter the program.
4. Individuals who have separated from the military service for cause, unsuitability, or unfitness for military service (other than temporary medical disability) are ineligible for reenter/enter in the program.
5. Individuals not selected for continuation in the AGR Program who has been involuntarily removed from the program as a result of maximum years of service, qualitative retention, cause, or selective retention board actions are ineligible.

6. Individual must not be ineligible for AGR service under AR 135-18.

7. Additional eligibility requirements for officer/warrant officers, enlisted personnel, and female personnel are established in para 2-2, 2-3, and 2-4 NGR 600-5 respectively.

8. The Puerto Rico National Guard is an equal opportunity employer. All eligible candidates will receive consideration for the announced position without regard to race, religion, age, gender, national origin, political affiliation, or any other non-merit factor.

**Specialized Competencies (KSA's)**

1. Ability to communicate in Spanish & English in a clear and concise manner, both orally and in writing.

2. Knowledge of rules, regulations, policies and procedures relative to training & operations programs.

3. Need to complete the following courses at PEC within the first year after been selected; NET USR and ARNG Basic Human Resources and Admin Courses.

FOR THE ADJUTANT GENERAL:

//////////signed\\\\\\\\\\\\\\\\\\\\\\  
MARYBET MORCIGLIO  
LTC, LG  
Deputy Human Resources Officer

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